



# JCI Barbados

## 2021 Plan of Action

# INTRODUCTION

2020 proved to be a challenging year for us all. Despite this, JCI Barbados was able to create tremendous impact within our community. In 2021, we will build upon the work of the prior year, continuing to accelerate transformation under the theme “Transforming communities, One Life at a Time.”

As an organization, we are focused on empowering our members; conducting continuous self-improvement; viewing challenges as an opportunity and inspiring others to do the same. If the world is going to get better, it’s going to be up to you. With everything suddenly feeling like it’s up for grabs, this is your time to seize the initiative. This Plan of Action aligns with the JCI West Indies 2021 Plan of Action, and the 2019-2023 JCI Strategic Plan which outlines a five-year vision for audacious change and bold action, as well as action steps to align the organisation to this vision and ensure JCI’s ability to engage young active citizens to create a sustainable future in our rapidly changing world.

# CORE PHILOSOPHY

In our changing climate, creating sustainable impact within our communities will compel us to utilize more creative approaches and to be more perseverant than ever before. Through this change in methodology, we must remember our theoretical underpinnings outlined in our mission and vision and shared in 5000 communities across nearly 120 countries.

## Our Vision

To be the leading global network of young active citizens.

## Our Mission

To provide development opportunities that empower young people to create positive change.

## Our Values

That faith in God gives meaning and purpose to human life;  
That the brotherhood of man transcends the sovereignty of nations;  
That economic justice can best be won by free men through free enterprise;  
That government should be of laws rather than of men;  
That earth’s great treasure lies in human personality;  
And that service to humanity is the best work of life.

# IMPACT

JCI Barbados will focus the power of young people to advance sustainable impact.

- Align local processes with JCI best practices and ensure timely submissions
- Implement projects that are evaluated based on members' feedback to assess relevance and impact to our community
- Expand the deployment and reach of the JCI Action Framework, JCI Rise and Sustainable Development Goals

## Action Steps

- Create and circulate a Project Chairperson's Training Manual ("Manual") which will be developed and reviewed on an annual basis
- Include the Active Citizen Framework™ ("ACF") and JCI Action Framework within the Manual so that Project Chairpersons are fully aware of how JCI projects are implemented
- Ensure that project proposals align with a needs analysis, the ACF and JCI Rise and engage existing partners and collaborators to use the ACF
- Train JCI Discover for all members
- Increase education and awareness about the ACF and the Sustainable Development Goals ("SDGs") by onboarding at all levels of the organisation, leveraging technology for higher engagement, and increasing exposure at JCIB events
- Evaluate life spans of all projects (current and new)
- Implement more community outreach to address the local and national needs

## Expected Outcome

JCI Barbados will achieve sustainable impact by running projects which are relevant to the Barbadian society, aligned to the Sustainable Development Goals and follow the Active Citizenship Framework and JCI Action Framework™.

# MOTIVATE

JCI Barbados will unite the passion of young people to motivate bold action.

- Increase committed and motivated active citizens in the organisation
- Workload evenly distributed amongst members to ensure optimised efficiency and delivery of tasks
- Ensure efficient and well-prepared succession planning process
- Members assigned to projects when they join and executive Board manages

## Action Steps

- Engage members to advance the Sustainable Development Goals, the Active Citizen Framework and JCI Action Framework
- Maintain JCI Career Map and Rewards Program for members to track their journeys and paths through the organisation
- Accentuate the social aspect of the organisation to develop a spirit of camaraderie among members and sense of belonging for all members
- Create and maintain JCI Barbados Calendar for members and board members to ensure that everyone is updated on each JCIB activity
- Host motivational and empowerment sessions with members and senators
- Identify potential successors from July/August of each year to sensitive persons about the roles and clarify misconceptions
- Present 2022 Plan of Action before the end of the year
- Implement year long debating and public speaking programs to assist with members' debating and public speaking skills
- Create and nurture a culture that attracts skilled young active citizens as leaders, supporters, volunteers, champions, and participants.
- More effectively engage and utilize Board and Committee members for strategic priorities.
- Provide JCI Official and Personal Development training sessions for members based on their needs

## Expected Outcome

JCI Barbados will create an environment in which persons are engaged and motivated to create positive change. The organisation prides itself on its esteemed membership which is comprised of a set of core members with innovative and diverse skill sets and expertise. Additionally, the organisation boasts an active core of senior members and senators which advise the current membership.

# INVEST

JCI Barbados will accelerate transformation by investing in technological, financial and human resources.

- Evaluate how we secure and receive Chapter and project sponsorship
- Review returns on investment(s)
- Diversify financial portfolio by obtaining other investment options

## Action Steps

- Implement a Fundraising Committee to host a minimum of two fundraising ventures to secure chapter finances
- Review the existing Partnership proposal to ensure relevancy and update project overviews with appropriate, high-quality pictures
- Investment of no more than 10% of the current cash value of the organisation in each subsequent year should this be considered feasible
- Every three years, the organisation will review its investments

## Expected Outcome

JCI Barbados will create a financial plan which ensures the sustainability of the organisation. As an organisation, we need to encourage the sustainable and increasing growth of the chapter's finances. This, therefore, involves implementing several strategies including fundraising over the next three years to ensure this success.

# COLLABORATE

JCI Barbados will foster a collaborative culture among recognised NGOs and with varying partners/sponsors.

- Establish partnerships with entities which have a Memorandum of Understanding (MoU) with JCI at the International level
- Establish partnerships with like-minded organisations within Barbados
- Foster partnerships with other regional JCI Chapters and stakeholders
- Share ideas and knowledge with other NGOs both locally and regionally

## Action Steps

- Identify and list organisations JCIB should partner with including private businesses and Government
- Continue to collaborate with NGOs and take action to advance the Sustainable Development Goals.
- Deepen engagement with existing partners and engage new partners around high-impact initiatives
- Participate in regional project(s) as mobilized by JCI West Indies
- Strengthen collaborative efforts with JCI Chapters within JCI West Indies

## Expected Outcome

JCI Barbados will engage and develop partnerships with like-minded organisations and/or entities to expand mutual impact.

# CONNECT

JCI Barbados will connect young people to drive the world in a positive direction.

- Enhance visibility within the Barbadian community
- Expand and strengthen connections throughout the organisation

## Action Steps

- Create opportunities such as specialised training sessions and a PR Academy to promote marketing skills, photography skills, public relations and JCI Branding, to advance the skill sets of its members
- Maintain a Public Relations Committee under the direction of the Vice President of External Affairs or Public Relations Director to share the various responsibilities to ensure efficient branding
- Update the JCI Barbados website monthly
- Strengthen relationships with various media houses
- Tag members, partners and sponsors in various social media posts to increase post reach
- Share best practices, knowledge and talent with other Local Organisations
- A focus will be placed on twinning opportunities to increase our impact

## Expected Outcome

JCI Barbados will establish stronger networks and communication between members, its communities, other local organisations and its national organisation. JCI Barbados continues to grow in terms of its publicity and digital reach. JCI Barbados will promote to its members the importance of expressing the JCI brand in their daily lives.

# CONCLUSION

On the path to the fulfillment of our 2020-2023 Strategic Plan, JCI Barbados will attain a strategic position which incorporates the acceleration of impact, motivation of developing leaders in a changing world, investment in our viability and sustainability, collaborative culture and a strong network of young active citizens.

The incoming Board of Directors will align their plans with this Plan of Action and by extension, the local and international Strategic Plans. Their success in 2021 will only be possible with the support of members, partners and sponsors. Together it's possible and we are truly grateful for your continued support.

On behalf of the 2021 Board of Directors and the Strategic Planning Committee, we hope that this Plan of Action can be used to guide the planning and execution of the upcoming activities as we seek to Transform our communities, one life at a time.

Yours in JCI,



**Gillian Greenidge**  
2021 Local President  
JCI Barbados (West Indies)



## Appendix A: 2021 Plans of Action

### Executive Vice President

<b>Name:</b>	Sabrina Bovell	
<b>Objective:</b>	Align to the JCI Barbados Strategic Plan 2021 - 2023, with a main focus on IMPACT; which ensures sustainable impact through projects which are relevant to the Barbadian society, aligned to the Sustainable Development Goals and follow the Active Citizenship Framework/JCI Action Framework	
<b>Strategy:</b>	<ol style="list-style-type: none"> <li>1) Ensure the success and sustainability of existing projects through a focus on sponsorship and the project committees/chairpersons.</li> <li>2) Enhance project execution and overall efficiency of the organization through effective communication among Board officers and members.</li> <li>3) Evaluate the project ideas from the self-assessment.</li> </ol>	
<b>Action Steps</b>		<b>Target</b>
<ol style="list-style-type: none"> <li>1) Success &amp; Sustainability through Sponsorship               <ol style="list-style-type: none"> <li>a. Work with VP Community and Membership Empowerment to devise attractive sponsorship packages to ensure sponsors are afforded the necessary benefits.</li> <li>b. Review, edit and approve all project related correspondence to external parties in order to ensure efficiency and clarity of request.</li> </ol> </li> <li>1.1) Success &amp; Sustainability through Project Committees/Chairpersons               <ol style="list-style-type: none"> <li>a. Conduct Chairperson interviews with President to assess members and provide advice as the first step in their preparation for the role.</li> <li>b. Conduct a Chairperson Training Session to ensure chairpersons are prepared and empowered for their role.</li> <li>c. Finalize the development of the Project Chairperson Training Manual &amp; Outline to enable this document to be shared after the Chairperson Training Session.</li> <li>d. Review and revise Plans of Action as necessary to ensure current and future projects continue to align with the JCI Active Citizen Framework (ACF)/JCI Action Framework and Sustainable Development Goals (SDGs) by collaborating with Chairpersons and committee members.</li> <li>e. Oversee and provide guidance to the committees throughout the year; strategize and implement measures to ensure full</li> </ol> </li> </ol>		Jan - Dec 2021

<p>cooperation from committee members.</p> <p>f. Ensure that all interim projects are assigned a Chairperson within two (2) months prior to the presentation of the Plan of Action to General Assembly.</p>	
<p>2) Execution and Efficiency</p> <p>a. Maintain an efficient and effective method for project updates.</p> <p>b. Work with SG to maintain an active projects calendar with dates of committee meetings and other project related activities.</p> <p>c. Monitor the portfolios of the Vice Presidents and ensure adequate reporting and documentation is done in accordance with best practices.</p> <p>d. Provide quarterly updates and communicate any deficiencies to the President and Board of Directors, or as deemed necessary</p>	Jan - Dec 2021
<p>3) Project ideas from Brainstorming Session</p> <p>a. Work with the President and Board to evaluate the project ideas from the self-assessment</p> <p>b. If possible, implement one of the ideas in 2021 or prepare an interim POA for execution in 2022.</p>	Jan - Dec 2021
<p>4) Mentorship and Support</p> <p>a. Support President with the overall management of the chapter</p>	Jan - Dec 2021
<p>5) Participate in the JCI WI 100% Efficiency Programme</p> <p>a. Meet deadlines set by JCI WI for submission of requested documents and reports</p>	Jan - Dec 2021

*Sabrina Bovell*

**Sabrina Bovell**

2021 Local Executive Vice President

JCI Barbados (West Indies)

## Vice President, Community and Membership Empowerment

<b>Name:</b>	Shakira Payne	
<b>Objective:</b>	To ensure that JCI Barbados continues to develop leaders for a changing world	
<b>Strategy:</b>	<ol style="list-style-type: none"> <li>1) Empower membership through the execution of various programmes and activities</li> <li>2) Empower chairpersons and committee members to succeed by facilitating a training session</li> </ol>	
<b>Action Steps</b>		
1) Coordinate empowerment programs <ol style="list-style-type: none"> <li>a. Coordinate Public Speaking and Debating training sessions or any other unofficial training sessions to empower members to participate in these sessions and prepare the corresponding training reports</li> <li>b. Coordinate the Ten Outstanding Young Person (TOYP) Project</li> <li>c. Assist in coordinating the Rise Initiative.</li> </ol>	Jan - Dec 2021	
2) Partnership & Collaboration <ol style="list-style-type: none"> <li>a. Maintain collaboration with NGOs and partner to execute joint projects, seminars and/or fundraisers</li> <li>b. Strengthen relationship with other NGOs via invitation to our activities</li> <li>c. Develop and strengthen relationships with key government sectors</li> <li>d. Review and update partnership proposal as necessary</li> <li>e. Organize outreach activities</li> </ol>	Jan - Dec 2021	
3) Reintroduce the "Meet the Member" initiative	Jan - Dec 2021	
4) Marketing & Public Relations <ol style="list-style-type: none"> <li>a. Work with PRO to increase video content on our social media pages</li> <li>b. Coordinate at least three (3) press releases in the local newspaper and at least two (2) TV/radio interviews for the local organisation.</li> </ol>	Jan - Dec 2021	
5) Participate in the JCI WI 100% Efficiency Programme <ol style="list-style-type: none"> <li>a. Meet deadlines set by JCI WI for submission of requested documents and reports</li> </ol>	Jan - Dec 2021	

*S. Payne.*

**Shakira Payne**

2021 Local Vice President, Community and Membership Empowerment  
JCI Barbados (West Indies)

## Vice President, Growth and Development

<b>Name:</b>	Dario Stoute	
<b>Objective:</b>	To ensure that JCI Barbados provides development opportunities that empower young people	
<b>Strategy:</b>	<ol style="list-style-type: none"> <li>1) Continue to improve our Recruitment and Retention Procedures.</li> <li>2) Coordinate and motivate persons to travel to Conference, Convention and World Congress</li> </ol>	
<b>Action Steps</b>		<b>Target</b>
<ol style="list-style-type: none"> <li>1) Membership Growth and Development (Recruitment and Retention)               <ol style="list-style-type: none"> <li>a. Oversee the Membership Orientation, Recruitment and Retention Committee</li> <li>b. Oversee the Prospective Members' chat</li> <li>c. Organize socials activities</li> <li>d. Prepare JCI training programs and prepare the corresponding training reports</li> </ol> </li> </ol>		Jan - Dec 2021
<ol style="list-style-type: none"> <li>2) Partnership &amp; Collaboration               <ol style="list-style-type: none"> <li>a. Revive the JCI Barbados Membership Card which gives discounts to members at various outlets across the island and incorporate specials with members within the organisation who have a business</li> </ol> </li> </ol>		Jan - Dec 2021
<ol style="list-style-type: none"> <li>3) Serve as liaison officer and coordinate Barbados Delegation to National and International JCI events               <ol style="list-style-type: none"> <li>a. Maintain active communication with attendees, providing updates on various event-related activities</li> <li>b. Organize JCI Barbados-branded memorabilia for delegation attending events</li> </ol> </li> </ol>		Jan - Dec 2021
<ol style="list-style-type: none"> <li>4) Facilitate the execution of a new members project</li> </ol>		Jan - Dec 2021
<ol style="list-style-type: none"> <li>5) Participate in the JCI WI 100% Efficiency Programme               <ol style="list-style-type: none"> <li>a. a) Meet deadlines set by JCI WI for submission of requested documents and reports.</li> </ol> </li> </ol>		Jan - Dec 2021

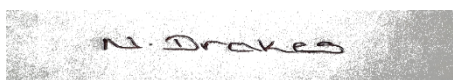


**Dario Stoute**

2021 Local Vice President, Internal Growth and Development  
JCI Barbados (West Indies)

## Secretary-General

<b>Name:</b>	Nikita Drakes	
<b>Objective:</b>	To assist in the accurate record keeping of the JCI Barbados Chapter. To promote healthy & engaging communication amongst the Board and between members of the organization.	
<b>Strategy:</b>	<ol style="list-style-type: none"> <li>1) To keep the minutes of local meetings, reproduce them and send them to members in a timely fashion</li> <li>2) To maintain the filing system for correspondence, minutes, records and project details</li> </ol>	
<b>Action Steps</b>		<b>Target</b>
<ol style="list-style-type: none"> <li>1) Oversee the historical records of the Local Organization and update/maintain them accordingly               <ol style="list-style-type: none"> <li>a. Ensure minutes are written accurately and in a tidy and timely manner</li> <li>b. Prepare agendas for all General Assembly meetings and ensure all notices are circulated at least 2 weeks prior to the meeting</li> <li>c. Agendas &amp; supporting documents will be circulated at least 1 week before meetings where possible (including a diverse, budget friendly refreshment roster)</li> </ol> </li> </ol>		Jan - Dec 2021
<ol style="list-style-type: none"> <li>2) Maintain calendar for President and Board               <ol style="list-style-type: none"> <li>a. Ensure that JCI protocols are adhered to on internal and external communications</li> <li>b. Keep a close watch on email correspondence and projected activities of committees</li> <li>c. Follow up on various meeting decisions and officer responsibilities</li> <li>d. Create a schedule which all members can access that shows all upcoming JCIB planned events &amp; supporting activities</li> </ol> </li> </ol>		Jan - Dec 2021
<ol style="list-style-type: none"> <li>3) Work with EVP to deliver relevant training, such as on minutes               <ol style="list-style-type: none"> <li>a. Assist Project Chairpersons in preparing Plan of Actions and Final Reports for presentation</li> </ol> </li> </ol>		Jan - Dec 2021
<ol style="list-style-type: none"> <li>4) Participate in the JCI WI 100% Efficiency Programme               <ol style="list-style-type: none"> <li>a. a) Meet deadlines set by JCIWI for submission of requested documents and reports</li> </ol> </li> </ol>		Jan - Dec 2021



**Nikita Drakes**

2021 Local Secretary-General  
JCI Barbados (West Indies)

## Treasurer

<b>Name:</b>	Akeila Greenidge	
<b>Objective:</b>	To ensure that JCI Barbados' financial obligations are met in a timely manner and continue to instill accurate and transparent finances	
<b>Strategy:</b>	<ol style="list-style-type: none"> <li>1) Maintain accurate and transparent financial statements and ensure dues are paid on time</li> <li>2) Produce an effective Budget for 2021</li> <li>3) Research new investment opportunities and monitor the existing investment option</li> <li>4) Promote the use of Travelers Club</li> <li>5) Oversee the fundraising committee</li> </ol>	
<b>Action Steps</b>		<b>Target</b>
1) To maintain accurate and transparent financial statements of the Chapter and provide financial reports as needed. <ol style="list-style-type: none"> <li>a. Maintain the current accounting model utilized and use any other functionalities that would assist with recordkeeping</li> <li>b. Produce a Balance Sheet Statement for the financial year</li> <li>c. Ensure transactions are recorded in a timely manner</li> <li>d. Maintain a filing system for all records</li> <li>e. Ensure chairpersons transfer all finances and financial records in a timely manner</li> <li>f. Prepare and present quarterly reports to General Assembly</li> </ol>		Jan 2021 - Jan 2022
2) Ensure members' dues are paid in a timely manner <ol style="list-style-type: none"> <li>a. Membership dues are collected in timely manner using either the one-time payment plan, three-month payment plan or one of the other plans</li> <li>b. Follow up with members to settle outstanding dues</li> </ol>		Jan - Dec 2021
3) Produce an effective Budget plan to satisfy the demands and various needs of the Chapter		Jan 2021
4) Research new investment opportunities and monitor the existing investment option <ol style="list-style-type: none"> <li>a. Research other prospective investment options</li> <li>b. Quarterly updates to be given at General Assembly on current investments</li> </ol>		Jan - Dec 2021
5) Raise awareness of the Travelers Club program and increase membership. <ol style="list-style-type: none"> <li>a. Research and implement new innovative ideas for the</li> </ol>		Jan - Dec 2021

Travelers Club so that it can attract more members to join.	
6) Oversee the fundraising committee a. Work with the committee to develop new fundraising projects b. Ensure that at least four fundraising events are held during the year	Jan - Dec 2021
7) Maintain a petty cash system a. Keep track of all payments made through the petty cash system	Jan - Dec 2021
8) Ensure the Chapter's obligations are met in a timely manner a. Quick turnaround time for cheque request, receipts and reimbursements b. Respond to any member requests within 3 to 5 business days	Jan - Dec 2021
9) Assist VP of Community and Membership Empowerment to deliver training on budget preparation and basic record keeping a. Provide support and guidance to Chairpersons and their committees as it relates to preparing project budgets and maintaining accurate financial records. b. Coordinate in planning of World Cleanup Day 2021	Feb 2021
10) Participate in the JCI WI 100% Efficiency Programme a. Meet deadlines set by JCI WI for submission of requested documents and reports membership.	Jan - Dec 2021

*Akeila Greenidge*

**Akeila Greenidge**

2021 Local Treasurer

JCI Barbados (West Indies)

## Public Relations Officer

<b>Name:</b>	Asukele Harewood	
<b>Objective:</b>	To strengthen the image of JCI Barbados and promote the Chapter in our communities	
<b>Strategy:</b>	<ol style="list-style-type: none"> <li>1. Manage the public image of the Chapter</li> <li>2. Ensure that the Chapter's marketing strategy is effective and competitive</li> </ol>	
<b>Action Steps</b>		<b>Target</b>
<ol style="list-style-type: none"> <li>1) Public Relations               <ol style="list-style-type: none"> <li>a. Ensure all branding is consistent, accurate and effective</li> <li>b. Coordinate with the PR team to publish a quarterly newsletter</li> <li>c. Coordinate with VP of Community and Membership Empowerment to reintroduce the "Meet the Member" initiative</li> <li>d. Maintain monthly flyers which highlight upcoming local, regional and international events</li> <li>e. Ensure soft updates are done for the website each quarter</li> </ol> </li> </ol>		Jan - Dec 2021
<ol style="list-style-type: none"> <li>2) Marketing               <ol style="list-style-type: none"> <li>a. Review and update marketing strategy as necessary</li> <li>b. Place an emphasis on publishing press releases for the JCI Barbados website</li> <li>c. Assist VP of Growth &amp; Development with outfitting chapter with JCI branded apparel</li> <li>d. Maintain Quarterly Newsletters</li> </ol> </li> </ol>		Jan - Dec 2021
<ol style="list-style-type: none"> <li>3) Participate in the JCIWI 100% Efficiency Programme.               <ol style="list-style-type: none"> <li>a. Meet deadlines set by JCIWI for submission of requested documents and reports.</li> </ol> </li> </ol>		Jan - Dec 2021

*Asukele Harewood*

**Asukele Harewood**  
 2021 Local Public Relations Officer  
 JCI Barbados (West Indies)



## Immediate Past President/General Legal Counsel

<b>Name:</b>	Michael Mayers	
<b>Objective:</b>	To provide support and guidance to the 2021 Board, ensuring all activities are aligned to the mission and vision of the Chapter. Guarantee that all meetings are facilitated in accordance with the constitution and maintain legality at all times.	
<b>Strategy:</b>	<ol style="list-style-type: none"> <li>1. Review the JCI Barbados constitution</li> <li>2. Oversee the transition from the 2020 Board to 2021 Board</li> <li>3. Chair the Nominations and Awards &amp; Recognition committees</li> <li>4. Maintain the JCI Career Map Program &amp; Rewards Programme</li> <li>5. Engage and grow the JCI Barbados Senate</li> <li>6. Facilitate access to online meetings. (Zoom Platform)</li> </ol>	
<b>Action Steps</b>		<b>Target</b>
1) Update and circulate revised JCI Barbados constitution for adoption		Aug 2021
2) Facilitate the transition of portfolios from Old Board to New Board		Dec 2020 - Jan 2021
3) Chair the Nominations Committee		Nov 2021
4) Chair the Awards & Recognition Committee		Apr - Dec 2021
5) Maintain the JCI Career Map Program <ol style="list-style-type: none"> <li>a. Utilise Career Map to identify the "Members of the Quarter" for both Executive and Individual members.</li> </ol>		Jan - Dec 2021
6) Assist VP of Community & Membership Empowerment with: <ol style="list-style-type: none"> <li>a. Ten Outstanding Young Persons (TOYP) Project</li> </ol>		Apr - Sept 2021
7) Engage and grow the JCI Barbados Senate		Jan - Dec 2021
8) Participate in the JCIWI 100% Efficiency Programme. <ol style="list-style-type: none"> <li>a. Meet deadlines set by JCIWI for submission of requested documents and reports.</li> </ol>		Jan - Dec 2021

*M Mayers*

**Michael Mayers**

2021 Local Immediate Past President and General Legal Counsel  
JCI Barbados (West Indies)

## Appendix B: 2021 Projects List

No.	Projects and Fundraisers	Expected Execution
1	Leadership Academy	June - September
2	Project ME	March - June
3	Mathfanatix	February - June
4	Jaycees COVID-19 Response	February 2021 - January 2022
5	Raffle x2	February - October
6	Annual Awards Ceremony	September - December

1. **Leadership Academy** - The Academy is a tool used to motivate future leaders of the Local organisation and Barbados. Various topics are explored and past and current leaders in JCI and in Barbados offer insights into their experiences. By executing the Academy, JCI Barbados invests in the professional development of the delegates.
2. **Project ME** - This project aims to develop youth in the areas of career planning and development, finances and capacity building sessions.
3. **Mathfanatix** - This is a program designed to offer free tutoring sessions in Mathematics to students who are preparing to take the 11+ Common Entrance Examination. The general aim is to improve student performance in, and attitudes towards, Mathematics.
4. **Jaycees COVID-19 Response** - The aim of this project is to assist vulnerable families in Barbados, that are unable to purchase goods for their households due to various reasons (for example unemployment, lack of transportation or are part of an at-risk group).
5. **Raffle** - There will be two mini-fundraisers executed during the year. The aim of this venture is to secure chapter finances to maintain sustainability.
6. **Annual Awards Ceremony** - Highlighting members and sponsors who have greatly contributed to the Chapter in 2021 and installation of the 2022 Board of Directors. Various categories of awards will include Board Member of the Year, Member of the Year and other special awards and prizes.

## Appendix C: Special Committees

- 1. Fundraising Committee** - This Committee reports to the Treasurer and will be tasked with implementing innovative and sustainable fundraising events to contribute finances to the Chapter and our projects, which ensures the sustainability of the organisation for future years.
- 2. Membership, Orientation, and Recruitment Committee** - This Committee reports to the Vice President of Growth and Development and will be tasked with handling membership recruitment initiatives such as increased engagement in the prospective members chat and executing a prospective members leaderboard. This committee will advise and support the Vice President in their retention initiatives.
- 3. Awards & Recognition Committee** - This Committee will serve a dual role. Firstly, to focus on award submissions to Area C, National Convention & World Congress which will hone and develop members' writing skills and secondly qualifying members for the JCI Career Map & Member of the Month/Quarter to recognize members for their outstanding contributions to the organisation.
- 4. Public Relations Committee** - This Committee maintains the image of JCI Barbados on our social media platforms and advances the presence of the local organisation within our communities.

## Appendix D: Budget

### JCI Barbados Budget for the Year 2021

All Figures in Barbados Dollars (BBD\$)

<b>ACCOUNT BALANCES</b>		<b>Balance as at 15 Jan 2021</b>	
Dues Account	BBD	5,627.92	
Project Account	BBD	2,100.48	
Savings Account	BBD	27,963.44	
Travellers club Account	BBD	1,087.13	
Consolidated Finance Fixed Deposit Account	BBD	6,641.47	
<b>Account Balances</b>		<b>BBD</b>	<b>43,420.44</b>
<b>ESTIMATED</b>			
<b>INCOME</b>		<b>2020</b>	<b>Account</b>
1 Dues (Present members & new members)	BBD	7,800.00	Dues
2 Joining fees	BBD	300.00	Dues
3 Fundraising Projects	BBD	12,060.00	Projects
4 Investment returns	BBD	93.63	Investment
5 Sponsorship	BBD	13,800.00	Projects
<b>Total Income</b>		<b>BBD</b>	<b>47,855.23</b>
<b>EXPENDITURE</b>			<b>Account</b>
6 JCI West Indies Dues	BBD	5,720.00	Dues
7 Membership Materials	BBD	105.00	Dues
8 Socials	BBD	320.00	Dues
9 Projects	BBD	15,740.00	Projects
10 Training & Development	BBD	425.00	Dues
11 Conventions	BBD	3,430.00	Dues
12 NOM Assigned Officer, International Officers	BBD	2,900.00	Dues
13 PR, Marketing & Recruitment	BBD	1,373.60	Projects
P.O. Box Rental	BBD	260.00	Dues
C.G.I Public Liability Insurance	BBD	350.00	Projects
Senatorship Programme	BBD	1,500.00	Dues
<b>Total Expenditure</b>		<b>BBD</b>	<b>32,123.60</b>
<b>SURPLUS/ (DEFICIT)</b>		BBD	1,930.03
		<b>BBD</b>	<b>34,053.63</b>
<b>Overall Total = Total Income - Total Expenditure + Surplus</b>			

*For further information, please contact Akeila Greenidge at [treasurer@jcibarbados.com](mailto:treasurer@jcibarbados.com)*

## Appendix E: Payment Plan for Dues

There are four payment schedules currently in place:

1. **Annual** - one- time payment of **BBD \$150**
2. **Monthly** - over the course of 6 months, instalments of **BBD \$25.00** are payable in January, February, March, April, May and June
3. **Bi-Monthly** – Three instalments of **BBD \$50.00** payable in January, March and May
4. **Two (2) instalments** of **BBD \$75.00** payable in January and April

### **New Members**

Persons who become inducted during 2021 will pay a \$20 joining fee and can pay annual dues either via lump sum or through the payment option. These options will be calculated on a case by case basis. New members inducted in the last quarter will be allowed to rollover their dues into the next year, provided they make a full dues payment.

## Appendix F: Proposed 2021 Schedule of Activities

### January 2021

4	Board Meeting
10	Board Training
21	Errol Barrow Day
24	International Day of Education
28	Annual General Meeting

### February 2021

4	World Cancer Day
6	Training
20	PR Training
28	Social
TBA	Community Outreach

### March 2021

1	Zero Discrimination Day
7	Board Meeting
8	International Women's Day
18	General Assembly
20	International Day of Happiness
27	Public Speaking Training
TBA	Mathfanatix
TBA	Jaycees COVID-19 Response

### April 2021

2	World Autism Awareness Day
4	Social
7	World Health Day
22	Earth Day (Community Outreach)
24	Debating 101
28	National Heroes Day
28	Social
29	General Assembly

### May 2021

2	Board Meeting
5	JCI Conference of the Americas - Panama City, Panama (May 5 - 8)
9	Mother's Day
13	Mental Health & Self Motivation During a Pandemic
15	International Day of Families
29	Training
TBA	Community Outreach

### June 2021

5	World Environment Day
10	General Assembly
14	World Blood Donor Day
20	JCIB 64th Anniversary - Week of Activities
TBA	Fundraiser
TBA	Project ME
TBA	Training

### July 2021

4	Board Meeting
7	Managing your Money + Multiple Streams of Income
TBA	NVP Virtual Visit
TBA	Social
TBA	Project

### August 2021

2	Emancipation Day
12	International Youth Day
12	Training
TBA	Board Meeting
TBA	Swimming Classes (8 weeks)
TBA	Community Outreach
TBA	Fundraiser

**September 2021**

2	Board Meeting
5	International Day of Charity
8	International Literacy Day
17	General Assembly
19	World Cleanup Day
21	International Day of Peace
TBA	BLA

**October 2021**

5	World Teacher's Day
10	World Mental Health Day
12	JCI West Indies Convention - Dominica (Oct 12 - 17)
TBA	Social

**November 2021**

14	World Diabetes Day
16	JCI World Congress - South Africa (Nov 16 - 20)
25	General Assembly - Induction, Open Caucus and Elections
30	Barbados' 55 <sup>th</sup> Anniversary of Independence
TBA	Social

**December 2021**

5	International Volunteer Day
6	Old Board/New Board Meeting
11	JCI Active Citizen Day
TBA	Community Outreach
TBA	Annual Awards Ceremony/ Christmas Party

**Key:**

- Projects
- Meetings
- Fundraisers
- Socials
- Training
- Conferences
- Community Outreach

*Please note that the Commemorative Days above do not necessitate an activity undertaken by General Assembly. In 2021, most of these days will be recognized through social media campaigns to bring awareness.*



Visit [www.jci.cc](http://www.jci.cc) to learn how young people are working to create positive change.



[www.jcibarbados.com](http://www.jcibarbados.com)



[www.facebook/JCIBarbados](https://www.facebook.com/JCIBarbados)



[www.instagram/jcibarbados](https://www.instagram.com/jcibarbados)